

## EXACT GRANT CONTRACT SCOPE OF SERVICES TEXT

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Insert the exact scope of services ("Scope") that will be used in executed grant contracts. If the Grantor State Agency wishes to use more than one Scope, insert all Scopes and clearly identify each Scope and when it will be used.

The Scope describes the services and deliverables that the Grantee must provide. It must specify all associated functional and technical requirements. The Grantor State Agency may include payment terms outside of Section C with an approved Rule Exception Request.

The Grantor State Agency head or designee signifies by signing this DGA that all information in this DGA is, to the best of his or her knowledge, accurate and represents the limits, guidelines, conditions, and procedures that the Grantor State Agency shall follow in executing each grant contract.

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### A. SCOPE OF SERVICES:

- A.1. The Grantee shall provide all goods or services and deliverables as required, described, and detailed below and shall meet all service and delivery timelines as specified by this Contract.
- A.2. The Grantee shall provide at least three of the following five required Pre-Employment Transition Services ("Pre-ETS") activities for students with disabilities ages 14-22 in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA), Pub. L. 113-128, and applicable regulations as amended:
- a. job exploration counseling;
  - b. work-based learning experiences;
  - c. workplace readiness training to develop social skills and independent living;
  - d. instruction in self-advocacy; and
  - e. transition or post-secondary education counseling on opportunities for enrollment in comprehensive programs at institutions of higher education.

Services shall be provided in collaboration with the Department of Human Services, Division of Rehabilitation Services, Vocational Rehabilitation (VR) and the Local Educational Agency (LEA) and are designed to be an early start at job exploration for students with disabilities.

The Grantee shall work collaboratively with Local Education Agencies (LEAs) to identify potential recipients of Pre-Employment Transition Services.

- A.3. In the event the Grantee elects to provide more than three of the required Pre-ETS activities, the Grantee may sub-contract services for up to two required Pre-ETS activities. The Grantee shall seek prior approval of the State for any sub-contract arrangement. Failure to secure approval may result in termination of the Grant Contract in accordance with Section D.5 (Subcontracting).

At a minimum the Grantee shall provide the following for sub-contractor pre-approval:

- a. A description of the services to be performed by the sub-contractor;
- b. A copy of the proposed sub-contract
- c. Other applicable information and/or certifications as requested by the State when the Grantee seeks approval to subcontract for services.

Grantee shall not be compensated under this Contract for services provided by volunteers.

- A.4. The Grantee shall provide students with Job Exploration Counseling in collaboration with the LEA, to include:
- a. Focused job exploration with students with disabilities ages 14-22 and their families deemed eligible for Pre-employment Transition Services to include elements of current training and tools uniquely adapted to meet the areas of emphasis related to Pre-ETS;
  - b. One-on-one or group instruction in a classroom or community setting.
  - c. Discussion of a student's vocational interest inventory, in-demand occupations, career pathways, and local labor market information.
- A.5. The Grantee shall provide students with work-based learning experiences in collaboration with the LEA, to include but not be limited to:
- a. Coordinating a school-based program of job training, employer research, and worksite tours to learn about job skills, job shadowing, or mentoring opportunities in the community.
  - b. Providing learning experiences to include paid and unpaid internships, apprenticeships (not including pre-apprenticeships and Registered Apprenticeships), short-term employment, fellowships, or on the job training in the community.
  - c. Referring students to Vocational Rehabilitation if the student should need more individualized services.
- A.6. The Grantee shall provide students with counseling on Opportunities for Enrollment in Comprehensive Transition or Post-Secondary educational programs at institutions of higher education in collaboration with the LEA, to include
- a. Information on course offerings, career options, types of academic and occupational training needed to succeed in the workplace, and postsecondary opportunities associated with career fields or pathways.
  - b. One-on-one or group instruction in a classroom or community setting.
  - c. Advising students and parents or representatives on academic curricula, college application, and admissions processes, including completing the Free Application for Federal student Aid (FAFSA), and resources that may be used to support individual student success in education and training, which might include disability support services.
- A.7. The Grantee shall provide students with Workplace Readiness training in collaboration with the LEA, to include
- a. Instruction to develop social skills and independent living skills, such as communication and interpersonal skills, financial literacy, orientation and mobility skills, job-seeking skills, and employer expectations, and
  - b. One-on-one or group instruction in a classroom or community setting.
  - c. Services may include instruction, as well as opportunities to acquire and apply knowledge.
- A.8. The Grantee shall provide instruction in self-advocacy in collaboration with the LEA, to include:

- a. Instruction in rights and responsibilities and how to request accommodations and/or services and supports, and
  - b. One-on-one or group instruction in a classroom or community setting.
  - c. Providing instruction to prepare the students for peer mentoring opportunities with individuals working in the area(s) of interest, and
  - d. Providing instruction for students in youth leadership activities offered in educational or community settings.
- A.9. The Grantee shall be responsible for hiring qualified staff in accordance with the minimum standards established by the State. Upon resignation or termination of an employee in, the Grantee shall notify the State of vacancy and replacement.
- A.10. The Grantee shall make reasonable efforts to accommodate the needs of students with disabilities in compliance with state and federal law, including without limitation the Americans with Disabilities Act. Such accommodation shall include but not be limited to making information and products available in alternative, accessible formats, such as braille, large print, or tape cassette upon request of the client.
- A.11. The Grantee shall provide referral to VR of students who are potentially eligible for VR services including information to students on how and where to apply for VR services.
- A.12. The Grantee shall obtain written parental permission for demographic information, and disability certification to enter the student in the Vocational Rehabilitation case management system. The information will only be used for provision of pre-employment transition services and for governmental reporting purposes unless the individual applies for Vocational Rehabilitation services.
- A.13. The Grantee shall provide monthly fiscal and program reports of its activities to DRS which shall include demographic information about the individuals served and the services provided. The fiscal and program reports shall include, at a minimum, the following:
- a. Student's/client's name;
  - b. Specific services and/or activities provided to each student;
  - c. Number of service hours and/or activities provided;
  - d. Name and location of school each student/client is registered, and
  - e. Summary of each area billed describing the services and/or activities conducted.
- Monthly fiscal and program reports shall be submitted in a format approved by the State to include MS Excel, MS Word, or Adobe PDF. Monthly fiscal and program reports shall be submitted to the invoicing contact identified in Section D.2.
- A.14. The Contractor shall submit a performance report no later than September 30, 2017 that includes a compilation of data listed in A.13.
- A.15. The Grantee shall meet at a minimum of twice during grant period with the VR Transition Director and the Contract and Grants Director to coordinate efforts, review progress, and recommend changes to future grants.

- A.16. All expenditures made by the Grantee under this Grant Contract must be in accordance with the applicable guidelines of the Workforce Innovations and Opportunities Act (WIOA), Code of Federal Regulations 34 CFR 361; and VR policies and procedures for Pre-Employment Transition Services.
- A.17. The Grantee shall provide VR and State auditor representatives supporting documentation for reimbursed expenditures under this Grant Contract to ensure accurate data collection and financial accountability as required by 34 CFR 361.12 and 34 CFR 361.28(a)(3). This documentation shall permit the tracing of funds to a level of expenditures adequate to establish that such funds have not been used in violation of the restrictions and prohibitions of applicable statutes as required by 34 CFR 80.20(a)(2).
- A.18. The Grantee shall make any/all products and materials developed through the Grant Contract available via their official website and prepare materials for display on the State website.